

RULES 2002  
BEGINNING ADMINISTRATOR  
MENTORING AND ASSESSMENT CHECKLIST

SUPERINTENDENT

YEAR ONE

- Assign an IPSB trained mentor to beginning administrators under the Rules 2002 framework.
- Complete the enrollment form and fax to the Indiana Professional Standards Board (by October 1)
- The superintendent/district facilitator, of the beginning administrator, must sign at the bottom of the IMAP enrollment form.

YEAR TWO

- Complete the Rules 2002 Beginning Administrator enrollment and fax to the Indiana Professional Standards Board (by October1).
- The superintendent/district facilitator, of the beginning administrator, must sign at the bottom of the IMAP enrollment form.
- Sign back of beginning administrator's license for submission to the Indiana Professional Standards Board. This should be completed at the conclusion of the school year.

MENTOR

YEAR ONE

- Initiate first meeting with beginning administrator.
- Attend Indiana Professional Standards Board Administrative Mentor training, if not already completed.
- Facilitate the creation of the Individual Development Plan with the beginning administrator.
- Follow suggestions for mentor program implementation.
- Begin the journaling process.

YEAR TWO

- Continue meeting with beginning administrator.
- Continue to create journal entries and document experiences related to the mentoring process.

- Meet with beginning administrator to update and refine Individual Development Plan.
- Sign off on Individual Development Plan before submission to the Indiana Professional Standards Board.

## BEGINNING ADMINISTRATOR

### YEAR ONE

- Make sure that the beginning administrator is enrolled in the Rules 2002 Indiana Mentoring and Assessment Program.
- Work with the mentor to develop the Individual Development Plan using appropriate Administrative Standards.
- Begin the journaling process.

### YEAR TWO

- Make sure that the beginning administrator is reenrolled in the Rules 2002 Indiana Mentoring and Assessment Program.
- Continue to develop and refine the Individual Development Plan.
- Continue to create journal entries and document experiences related to the mentoring process.
- Materials must be submitted by June 15.
- Send required documents to the: Indiana Professional Standards Board  
101 West Ohio, Suite 300  
Indianapolis, IN 46204

Consult District Facilitators Guide for additional information concerning the IMAP for beginning administrators.